Unite Education Program v7.2
Job Aid: 3011

About Stages, Statuses, and Substatuses

Stages, statuses, and substatuses are required to manage people and applications in Unite. Stages and statuses are fixed system values that cannot be customized. Every school that uses Unite uses the same stages and statuses. Substatuses further classify people and applications. While Unite provides a set of "starter" substatuses, there is an opportunity for you to add substatuses that are unique to your environment.

Stages

Each person in Unite must have a stage. Unite automatically places people in the correct stage based on certain conditions, such as the person status and whether there are any open applications associated with the person. The following table provides a list and description for each stage.

Stage	Description
Prospect	A person who is in the **Prospect** stage is someone you are marketing to or actively recruiting.
Applicant	A person who is in the **Applicant** stage is someone who has completed an application for your school, and you are considering the individual for admittance.
Matriculant	A person who is in the **Matriculant** stage is someone who has been admitted, has committed, and has been attending classes.

Person statuses

Each person in Unite must have a person status. The following table provides a list and description of the person statuses that apply to people.

Status	Description
Lead	A person with a **Lead** status is a person who does not have an application in Unite and is in the system for recruiting purposes. This is the default status for people who are added to Unite via a CRS query, forum query, or prospect import. There are three starter substatuses to further classify people with this status: CRS Query, Forum Query, and Prospect Import.
Contacted	A person with a **Contacted** status is a person who does not have an application in Unite but has some record of communication – perhaps a contact note or a sent email. There are no starter substatuses for further classification.
Interested	A person with an **Interested** status is a person who does not have an application in Unite but has actively expressed interest in your school. Unite automatically assigns this status to people who submit a prospect inquiry form or who are registered for or have attended an event. There are starter substatuses to further classify people with this status, such as Prospect Form and Recruit Event.
Unsubmitted App	A person with an **Unsubmitted App** status is a person who started an online application for your school through LSAC but has not submitted the application yet. This person may already have an open application in Unite. There are no starter substatuses for further classification.

Status	Description
Current Applicant	A person with a **Current Applicant** status is a person with at least one open application in Unite. This is the default status for people who are added to Unite via an online application. For further classification, refer to the status for each application.
Previous Applicant	A person with a **Previous Applicant** status is a person who previously applied and now has only closed applications. There are three starter substatuses to further classify people with this status: Previous Deny, Previous Withdraw, and Previous Incomplete.

Application statuses

Each application in Unite must have an application status. The following table provides a list and description of the application statuses that apply to open applications that need to be verified.

Status	Description
Pending Verification	An application with a **Pending Verification** status is an application that needs to be reviewed for completeness. The **Pending Verification** status is the default status that Unite assigns to applications when they are added to the system. There are no starter substatuses for further classification.
Application Incomplete	An application with an **Application Incomplete** status is an application that has been reviewed and flagged due to errors, or missing information, such as an applicant with a missing CAS report. This status is a final application status. There are four starter substatuses to further classify applications with this status: Missing Docs, Document Errors, Missing Information, and Future Test.

The following table provides a list and description of the application statuses that apply to open applications that are in a review process.

Status	Description
Ready for Review	An application with a **Ready for Review** status is an application that has been verified and is ready to be assigned to a reviewer or review group. There are no starter substatuses for further classification.
Review in Progress	An application with a **Review in Progress** status is an application that is assigned to a reviewer or review group and is in the process of being reviewed. There are three starter substatuses to further classify applications with this status: 1st Review, 2nd Review, and 3rd Review.
Review On Hold	An application with a **Review On Hold** status is an application that cannot progress in the workflow process. There are two starter substatuses to further classify applications with this status: Need More Info and Waiting for Re-test.
Pending Decision	An application with a **Pending Decision** status is an application that has been reviewed by all assigned reviewers and is ready for a decision. There are two starter substatuses to further classify applications with this status: Marked for Waitlist and Marked for Deny.
Withdraw during Review	An application with a status of **Withdraw during Review** is an application that was withdrawn by the applicant during the review process or before a decision was made. This status is a final application status. There are two starter substatuses to further classify applications with this status: Waitlist Decline and Withdraw before Decision.

The following table provides a list and description of the application statuses that apply to open applications that have been reviewed and are ready for a decision or have a decision for the current term.

Status	Description
Waitlist	An application with a status of **Waitlist** is an application that has been reviewed and placed on a waitlist for admittance. There is one starter substatus to further classify applications with this status: Yes to waitlist.
Denied	An application with a status of **Denied** is an application that was denied as a result of the review process. This status is a final application status. There is one starter substatus to further classify applications with this status: Deny.
Admitted	An application with a status of **Admitted** is an application that was accepted as a result of the review process. This status is a final application status. There are five starter substatuses to further classify applications with this status: Deferred, Committed, Withdraw, 1st Deposit, and 2nd Deposit.

Shared person and application statuses

Once a person is enrolled and registered for classes, there are two statuses that apply to both the person and to the application for the admitted term. The following table provides a list and description of the shared person and application statuses.

Status	Description
Pending Matriculation	A person with a status of **Pending Matriculation** is a person who was admitted and completed enrollment but has not reached the official matriculation date for the admissions cycle. An application with a status of **Pending Matriculation** is an application that has an admitted decision and can be closed in Unite. This status is a final application status. There are no starter substatuses for further classification.
Matriculated	A person with a status of **Matriculated** is a person who was admitted, completed enrollment, and has actively attended classes through the matriculation date for the admissions cycle. An application with a status of **Matriculated** is for an application that has an admitted decision and should be closed in order to complete the admissions cycle. This status is a final application status. There are three starter substatuses to further classify applications with this status: Currently Enrolled, Never Finished, and Alumnus.

Related resources

- 5579 – Edit a Status

- 5580 – Add a Substatus to a Status

- 5734 – About Status History